



Job Announcement

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Opening Date:	July 25, 2008	Closing Date:	August 8, 2008
Job Title:	Building Security Guard	Position Type:	Regular Full Time
PIN:	081941	FLSA Status:	Non-Exempt
Location:	Administrative Office of the Courts Annapolis, Maryland	Grade/Entry Salary:	J08 \$32,398-\$38,476 (Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential Functions: The Building Guard provides security to visitors, employees, judges, and the general public by maintaining a secured ingress/egress at the Court of Appeals Building in Annapolis, Maryland. Work will involve conducting security inspection of premises, issuing visitor passes, checking identifications and assisting those who are making deliveries or looking for specific locations or information. Observes and reports incidents in order to minimize loss or damages to property or equipment, and to ensure the safety of occupants by reporting these incidents to the supervisor and the Department of General Services (DGS) Police Communications. Performs patrol rounds both inside and outside of assigned facility in order to recognize hazards as or before they occur. Reports the presence of prowlers, suspicious persons and those who are determined to not have official business on State property in order to prevent undesirable persons from entering facilities. Acts in a courteous and helpful manner when confronting or directing employees and visitors in order to present a positive perception of the Maryland Judiciary and the facility assigned. Periodic contact with DGS Police to provide information or request police or medical assistance. Follows and adheres to all Maryland Judiciary standard operating procedures, rules of conduct, Administrative Orders of the Chief Judge and the Laws of the State of Maryland in order to function efficiently and effectively. Determines when police assistance is needed, who can and can't enter the buildings, when medical assistance is needed, and recommend new security measures to enhance operations. Three shifts vary beginning at 6:30 a.m. and ending at 9:00 p.m. and rotating Saturdays.

Education: High School Diploma or GED.

Experience: Minimum of one year of security related experience. **Must be a graduate of a Police Training Academy.**

Skills/Abilities: Works both independently and as a member of a team. Uses initiative and problem solving skills. Good communication and interpersonal skills. Ability to operate hand held radio; telephone. Ability to deal with individuals in a patient and efficient manner. Work involves exposure to uncomfortable or unpleasant surroundings (weather); exposure to unruly person; climbing ladders, steps; latex gloves to assist with injured persons. Surveillance skills, safety management. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.